Student Tutorial:
Blackboard Homepage Tools

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There are 10 Outcomes for this Lesson

This lesson will explain how to use several of the components of a Blackboard homepage. At the conclusion of this lesson, you will be able to:

1. Access announcements.
2. Use the calendar.
3. Use Tasks.
4. View grades.
5. Send Email.
6. Access Cardinal Mail.
7. Find users with the user directory.
8. Use the address book.
9. Update personal information.
10. Use the Blackboard user guide (Help).

Announcements

Announcements serve to keep you up-to-date on your course(s). In addition to University-wide announcements found at the top of your homepage, they can be accessed through the Blackboard homepage and Blackboard course shell.

1. If accessed from the home page, click **Announcements** on the Tools menu. Announcements will be **listed** by course, and date.
2. If accessed through the Blackboard course shell, just click on the **course link** and the course opens. All announcements are located on this page.

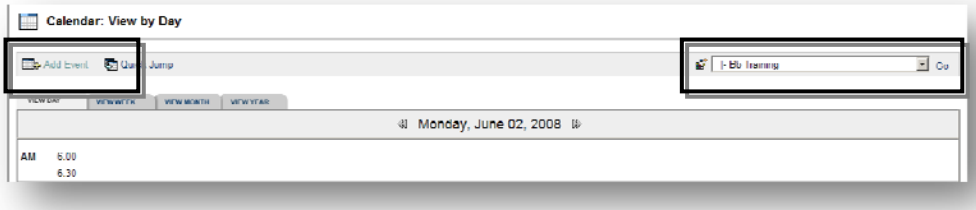
The Calendar

The calendar is useful in two ways; as a personal organizational tool, or as a way for your instructor to keep you informed of upcoming tests, assignment or other course deadlines. If your instructor is using the calendar in your course, deadlines for assignments, dates of exams or discussion board schedules are posted to the calendar and can be viewed when it is opened.

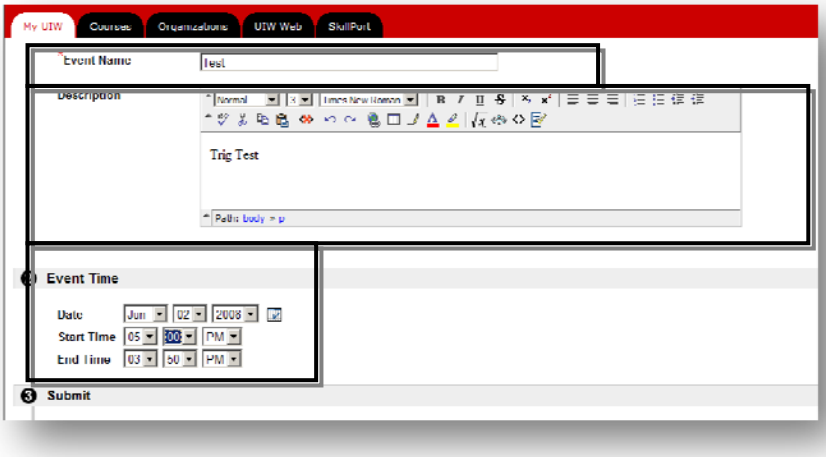
When used as a personal organization tool, the calendar will keep group projects, exams, assignments and course information within a course, organized.

Adding a calendar item

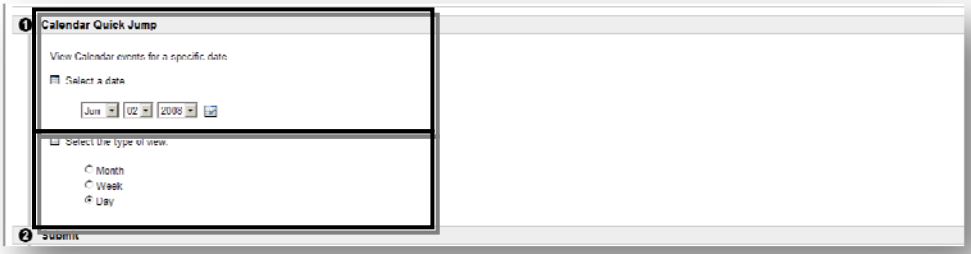
1. Click **Calendar** on the Tools menu.
2. Choose a course from the drop-down menu on the right.
3. Click **Add Event.**



4. On the next page type an **Event Name**.
5. Add the **Description.**
6. Under **Event Time,** set a time for the event.
7. Click **Submit** and **OK.**

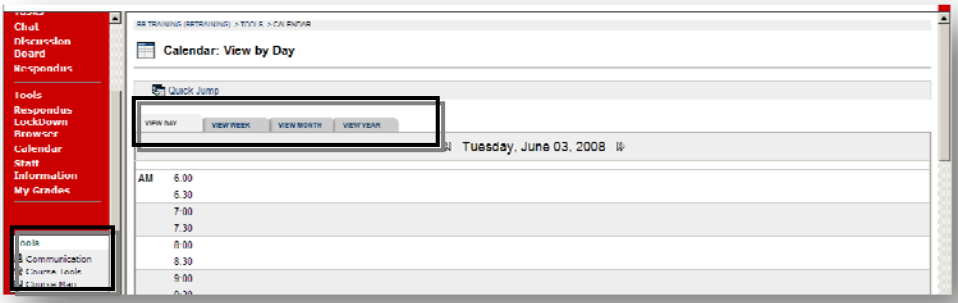


8. To see events for a day other than Current day, click **Quick Jump.**
9. Select a **date** and a **view (*Day, week, or month).***
10. Click **Submit** and **OK.**



Access a Calendar Item

1. Open the course.
2. Locate and click on **Course Tools.**
3. The **Course Tools** page opens, click **Calendar.**
4. Choose a view (**Week Month, Day or Year**).

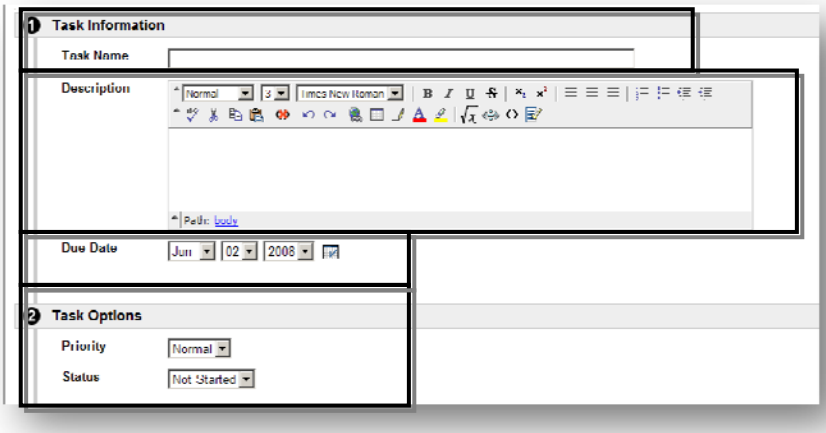


Tasks

As with the calendar, instructors can set tasks for students and are available when an individual course is opened. Students can also set tasks.

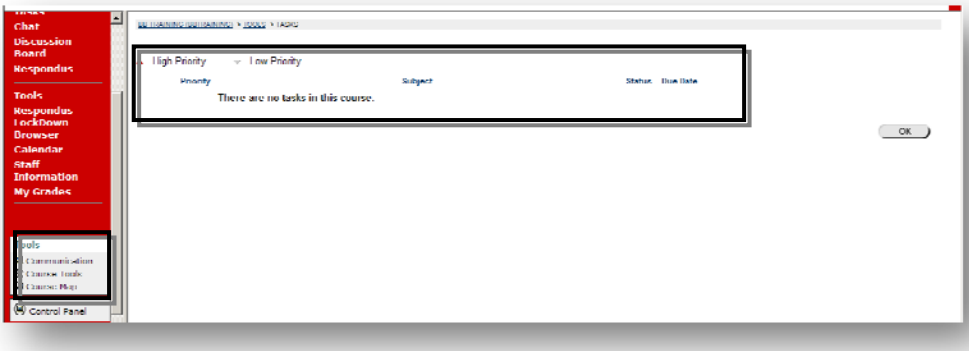
Setting a Task

1. Click **Tasks.**
2. Click **Add Task.**
3. On the next page type a **Task Name**.
4. Add the **Description.**
5. Under **Due Date,** set a date to complete the task.
6. If necessary, set a **priority** for the task.
7. Click **Submit** and **OK.**



Accessing a Task

1. Open the course.
2. Locate and click **Course Tools.**
3. The **Course Tools** page opens, click **Tasks.**
4. Choose a **Task.**



Completing a Task

If your instructor has set up tasks for you, Click **Tasks** to open the **tasks page.**

1. Double-click on the **task link** and complete the task as assigned.
2. When complete, click **Submit** and **OK.**

View Grades

Grades can be accessed two ways; through the homepage, or through assignments in the Blackboard course content area.

1. Click **View Grades** on the homepage.
2. On the next page, click on the **name of the course.**
3. The Gradebook opens. Locate the assignment, and the grade will be under the **Points Possible** column.
4. There are a number of symbols that may appear in the **Points Possible** column instead of a numeric grade:

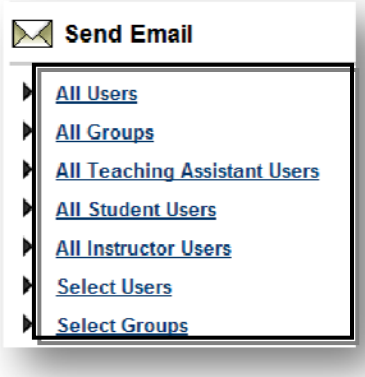
	In Progress	A student has begun, but not completed the assignment, or the student has saved, but not submitted an assignment. Re-open the assignment and **SUBMIT** it.
	No Information	A student has not begun the Assessment.
	Exclamation Point:	The assessment or assignment needs to be graded by the instructor.
	Question Mark	Gradebook Error. This may appear when an auto-grade assessment was not completed prior to submission.
	Checkmark	Item has been completed by the student, but the item is non-graded (such as a survey).
	Grade	An item as been graded. This grade also appears on the student's Blackboard course page.

Send Email

The Send Email feature allows you to send email to specific students or groups enrolled in the course. Blackboard mail sends mail through Outlook (Cardinal Mail). Email can be sent from either Blackboard homepage or the Blackboard course. Sending email from the Blackboard home page requires the additional step of selecting a course.

Sending Mail from the Blackboard Homepage:

1. Locate and click **Send Email** on the Tools menu.
2. On the following page, locate and click on a course.
3. Choose the group or users who will receive the mail.



4. A new page appears with an email form, fill out the **subject line, message text,** and **add attachments** if necessary.
5. Click **Submit.**

6. On the next page**,** click **OK** if email is sent successfully**.**

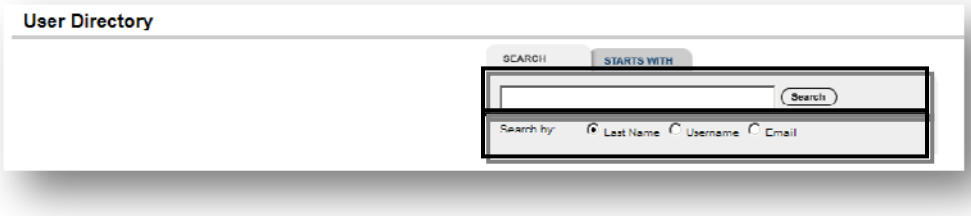
Cardinal Mail

1. On the Blackboard Tools menu, click **UIW Email.**
2. Login to Cardinal Mail send email through Outlook.

User Directory

The User Directory: lists all registered Blackboard users. The directory will only list information provided by the student through the Personal Information tool.

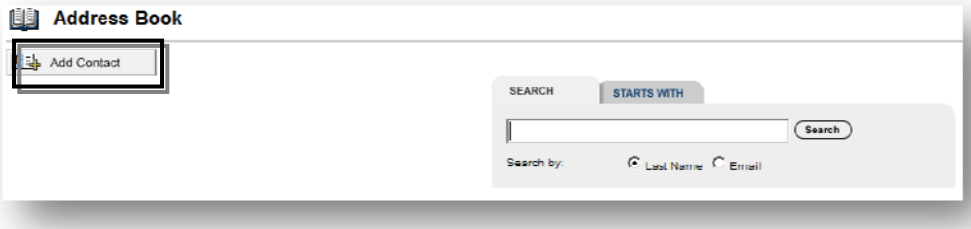
1. To locate a student, click **Student Directory** in the Tools menu.
2. Choose a **Search by radio button**.
3. Type the **last name, username, or email address**.
4. Click **Search.**
5. A new page opens with the name or a list of names, depending on the search
6. Click **OK** to exit the directory.



Address Book

Functionally, the address book works like any other electronic address book. The process for searching the address book is the same as for the user directory. The address book must be updated manually by the user.

1. Click **Address Book** in the Tools menu.
2. Click **Add Contact.**

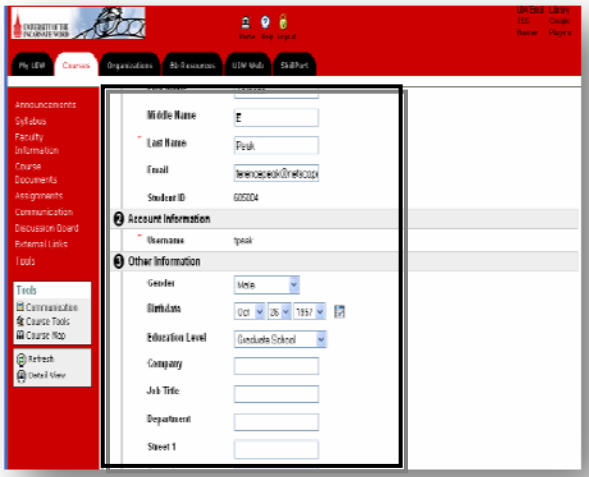


3. On the next page, add your address information.
4. Click **Submi**t.
5. Repeat for all addressees in the book.

Changing Personal Information

Note that it is unnecessary to change your email address in Personal Information. Banner performs twice-daily updates that will replace email address changes with your UIW Cardinal Mail address (username@uiwtx.edu).

1. Click **Personal Information** on the Tools menu.
2. Click **Edit Personal Information.**
3. **Add information** to share with your classmates.
4. Click **Submit.**



User Manual (Help)

1. Click **User Manual** on the Tools menu.
2. Open each chapter in **Contents,** or type a topic in the **Search** menu.
3. Press **Enter.**
4. Results will be displayed on the **main viewing page.**